

DEACTIVATING A PERSON IN A CASE

(Not for reason of TPR)

(A situation where this may apply is if a boyfriend moves out of the home, a non-related legal guardian terminates the guardianship status, a non-related adult is living in the home and leaves.)

1. Click on the Cases expando to view all cases. Scroll to the case in which a participant needs to be deactivated.
2. Click on the Case Name hyperlink to open the Maintain Case window.

Case

Last/Provider: Anderson Number: 20243 Status: Open
First: Amy Initial: Open Date: 07/28/2000

Participants | Address | Collaterals | Closing History

Basic

Case Type: CPS Family Description: Single Female
County: Milwaukee Site/Region: Milwaukee-Site 1
Number of Household Members: CARES Case Number: County Case Number:

Participants

Name	Hshld	Status	DOB	Gender	Relationship	Legal	
Anderson, Amy	Y	Active			Reference Person	None	DeActivate Remove
Anderson, Andrew	U	Active	05/05/1995	Male	Biological Child	None	DeActivate Remove
Anderson, Anita	U	Active	06/06/1996	Female	Biological Child	None	DeActivate Remove
Mooretest, John	U	Active	07/01/1970	Male	Birth Sibling	None	DeActivate Remove

Options: Go Save Close

3. Each participant is listed on the bottom of the Participants Tab on the Case Maintenance Window. Each person's relationship to the reference person is shown highlighted in blue under the Relationship Column. If there are more than 3 participants in the case it will be necessary to use the scroll bar to view all participants.

- Click on the De-Activate hyperlink for the participant that needs to be deactivated. This will open the Participant Status window for the participant.

Participant Status

Action Requested: DeActivate

Name: Mooretest, John

Worker: Terri Bendert

Reason: Moved

Date: 12/02/2003

Effective Date: 12/02/2003

Participant History

Status	Effective Date	Reason	Worker
Active	11/25/2003		Bendert, Terri

Save Close

- Select the reason for deactivating the participant from the Reason drop-down field. Enter the effective date of the change. Click on the Save button and click on Close to close the window.
- When returned to the Maintain Case window you will notice that the participant's status in the case will now be listed as Inactive.